

<b>Title:</b>  <b>DIVISION CONTROL OF NON CONFORMING PRODUCT</b>	<b>Number:</b>  <b>D65-13-01</b>	<b>Revision No.:</b>  <b>OD</b>	<b>Effective Date:</b>  <b>31 JAN 97</b>
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31 January 1997

STANDARD OPERATING PROCEDURE D65-13-01

From: D65

To: D65 Division

Subj: DIVISION CONTROL OF NONCONFORMING PRODUCT

Ref: (a) SOP D65-10-01 Division Receiving Inspection  
(b) SOP D65-10-02 Division In-Process Inspections  
(c) SOP D65-10-03 Division Final Inspection

1. Purpose. To establish a system and provide instructions for identification, documentation, and disposition of nonconforming products.
2. Scope and Application. This procedure applies to materials, components, subassemblies, assemblies, systems and other finished products that have been subjected to inspections and/or testing and identified as nonconforming to sponsor/customer requirements and/or specifications. This procedure also identifies responsibilities for control of nonconforming products.
3. Policy. All Division products not conforming to sponsor/customer requirements and/or specifications will be identified, inspection results/nonconformances documented and reviewed, and dispositioned for rework, "use as is", regraded for alternate applications and uses, or scrap. Division policy requires that all nonconformances be documented on nonconformity reports, regardless of how small or how easily they can be repaired. The nonconformity reports are used in tracking performance and trends that give indication where additional corrective actions may be required.
4. Procedure. The following procedures apply to nonconforming product identification and documentation, nonconformity review and dispositioning, and re-inspection.
  - a. Identification and Documentation - Quality Assurance (QA) inspectors and production repair/overhaul personnel will be responsible for inspecting and identifying nonconforming products. Whenever a nonconformity is identified, it will be documented on a nonconformity report. Either a Quality Deficiency Report (QDR) or a Report of Discrepancy (ROD) will be used to report and describe nonconformances of materials and products received and inspected. The command instructions on QDRs and RODs detail the processes and uses of the forms.
  - b. Nonconformity Review and Disposition - Nonconforming products and materials identified during receiving and final inspections will be removed to a designated controlled area

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awaiting disposition and, as required, completion of QDR or ROD forms. Products failing in-process inspections will generally remain in the work area, but will be removed from the Work In Process for dispositioning. Nonconforming products will be dispositioned for reworked to meet sponsor/customer requirements and specifications, “use as is”, regrade for alternative applications, or scrap.

c. Re-inspection - Repaired or reworked products will be re-inspected following repair/rework to verify that they conform to sponsor/customer requirements and specifications as originally specified. If a product is regraded for alternative use(s) and a new specification applies then it will be re-inspected, as required, to ensure the new and/or modified requirements are met. Regraded products are clearly marked to identify their new status/application.

5. Dispositioning Authority. The dispositioning decision requirements for nonconforming products are dependent upon the nature of the nonconformity and the recommended disposition.

a. Division Dispositioning Authority - When a nonconforming product is to be dispositioned for scrap or simple repairs/reworks that will have no effect on the product's conformance to specifications, QA and the “owning” Branch Head are authorized to make a joint decision (both signatures are required) regarding the disposition of the nonconforming product. All scrap dispositions will be coordinated with the sponsor/customer.

b. Sponsor/Customer Dispositioning Authority - All major repairs/rework, “use as is”, and regrade dispositions will be coordinated with the sponsor/customer. The sponsor/customer’s signature will be required on the dispositioning form acknowledging acceptance of the disposition before corrective action is taken.

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